

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TAX MAP TECHNICIAN-TRAINEE**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **9/28/98; 9/25/01**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **6**

DISTINGUISHING FEATURES OF THE CLASS: This is a traineeship for appointment to a technical position. A Tax Map Technician accurately plots and maps changes in property lines on a tax map. Basic data is obtained from property transfer records, aerial and other tax maps and direct field observations. A trainee's work is performed under direct supervision. Trainees perform related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

TECHNICIAN:

Plots and maps tax map changes to scale by use of drafting machine, protractor and various scales;
Computes acreage involved in each change for information of assessors;
Checks and searches property records and tax maps to correctly identify parcels or portions intended for transfer of title;
Locates parcel information such as geographic location and property lines for abstractors, assessors, attorneys, real estate brokers and others;
Interprets descriptions of conveyance shown on maps for information of assessors and property owners;
Performs field checks to assist with the solution of mapping problems;
Confirms identity of property described on tax rolls and other records as assessed.

TRAINEE:

Completes a supervised one-year on-the-job training program in the following activities:
Compiles Real Property Transfer Report where sale includes entire parcel of land;
Uses and updates tax map file and cross reference indexes;
Uses deed book indexes and procedure for obtaining copies of surveys;
Traces deed descriptions and uses aerial photos to plot new parcels of land;
Participates in problem solving where there appear to be discrepancies on tax map;
Makes changes to tax map after extensive searching of old deeds, surveys and patent maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the practices and principles of drafting and the instruments used in tax map maintenance; working knowledge of deeds and other property records; ability to correctly identify and transfer property lines to maps as described in deeds and legal documents; ability to understand and interpret parcel descriptions; good judgment; initiative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.